

WATERBURY STATE OFFICE COMPLEX FAQ's

DESIGN& CONSTRUCTION

Q: When can I visit the new facility?

A: Buildings and General Services (BGS) conducts walk around tours the first Saturday of every month at 9:30 AM. Please join them for a tour around the site to observe the construction project.

Q: Does the design team have enough information about our work to properly design our space?

A: The design team has been working with the Agency to identify the needs and requirements of each department. Workshops, focus groups and seminars are being conducted to inform departments of design progress, engage staff and incorporate their requirements into the plan.

Q: How can I become involved in the design process?

A: The Agency will be conducting workstation workshops and focus groups to gather department and staff input. A schedule of these events will be posted on this website and communicated by each department. We encourage everyone to participate and contribute your suggestions.

Q: What will the offices look like?

A: An open office environment will be used throughout the facility. Conference rooms and focus rooms will be available for private meetings. There are also a small number of private offices throughout the building.

Q: How does an open office environment promote productivity?

A: The open office creates a team atmosphere and promotes the sharing of thoughts and ideas. Individuals will have a better understand of the challenges and need of the whole and will be better suited to be able to fulfill the needs of their part. Features have been incorporated into the design to promote productivity and enhance collaboration. These include:

- Natural lighting
- Better air quality
- More workspace options
- Flexible furniture
- Ambient noise control
- Aesthetically soothing decor

Q: Is the open office design primarily about saving money?

A: While long-term cost control is an important factor, it is not the only one. Open office design was selected for many reasons including:

- Work collaboration
- Natural light
- Better air quality
- Productivity remains as work processes change
- Extends the useful life of materials and work spaces that are easily configured

Q: Will the new offices be air conditioned?

A: Yes the entire complex (including the historic core) will have a modern HVAC system that will provide modern heating, ventilation and cooling.

SPACE

Q: Will my new space be noisy?

A: Effectively managing noise levels has received much attention in the open office design. Acoustic feature in the design will help mitigate sound transmission. Open office seminars and workshops will be conducted for departments and staff prior to the Waterbury move

Q: I've heard about the new "acoustic features." What are these?

A: Acoustic features include:

- Workstation partitions with adequate privacy
- Acoustic absorption material in partitions
- Acoustic treatment for ceiling, floors, and walls
- A sound masking system (white noise) where needed
- Enhanced employee awareness of co-workers

Q: Will there be break rooms with refrigerators? How many break rooms are in the plan and where will they be located?

A: Yes, there will be a kitchenette with a refrigerator and multiple microwaves.. A total of about 16 kitchenettes will be located throughout the complex. Some of the kitchenettes will have tables for eating, while others will be located near open seating areas. The café located off the main lobby on the second level will have a seating area and a counter with microwaves. The lower level of the main lobby will have a coffee cart and additional open seating.

Q: Will there be enough conference rooms? Will I have access when I need it?

A: There will be significantly more meeting spaces in the new Waterbury State Office Complex compared to the old facility. There will be meeting rooms of various sizes throughout the complex, some which can be reserved in advance, and others designated “first come, first served”.

The new office building also includes a conference center near the new main entrance facing the river. This includes a room that can fit up to 100 people and two rooms for up to 50 people each. The 100-person room can also be divided into three smaller rooms. The conferencing center will be shared by all of AHS, and per state policy, can be scheduled by outside agencies as well.

In addition to these meeting rooms, there will also be areas for casual meetings throughout the complex that will be tucked in alcoves or screened from open plan work areas.

Q: How do we have private conversations?

A: Privacy requirements have been incorporated into the office design. Small, private “Focus Rooms” are available in the facility.

Q: How will I access paper records?

A: File cabinets will be incorporated in the space based on each department’s requirements. There will, however, be a gradual migration to electronic records by the Waterbury Imaging Project. The Agency is aware that records management is an ongoing challenge.

WORKSTATIONS

Q: Is my desk and chair moving with me?

A: The new offices will strive to have a common aesthetic look and feel. The new building will have a common decorative theme while the historic core will use existing office equipment where appropriate. Chairs will move with you if you so desire.

Q: What is the size of the workstation and wall height?

A: Standard workstation size is 6’x7’. Panel heights are 48” between “side to side” workstations and 62” (with overhead storage) along the center spine usually perpendicular to the exterior wall to maximize natural lighting.

Q: How can workstations be customized?

A: We will be setting up typical workstation configurations which can be customized with available options. We will provide a schedule of when and where the workstations can be “test driven.”

Q: Will there be sufficient desk space for two monitors?

A: Yes

SCHEDULE

Q: What is the schedule for moving back to Waterbury?

A: AHS departments and staff will begin moving into the new facility starting December 2015. The overall move will take approximately 4 months.

TELEWORK

Q: What will the telework policy be after the Waterbury move?

A: AHS is creating an overarching Telework policy. Departments will make telework decisions for their employees based on that policy.

SECURITY

Q: Where are the security points in the new facility?

A: Full- time BGS security will be at the security desk by the main entrance to the complex. Visitors going to a specific department will be escorted by designated department staff.

Q:Where do staff enter the building?

A:Secure card employee access will be at four staff entrances. Staff can also enter the building through the main entrance.

Q: How will visitors get access to the AHS Secretary Office?

A: Visitors will either be escorted from the main entrance or by appointment thru the north entrance.

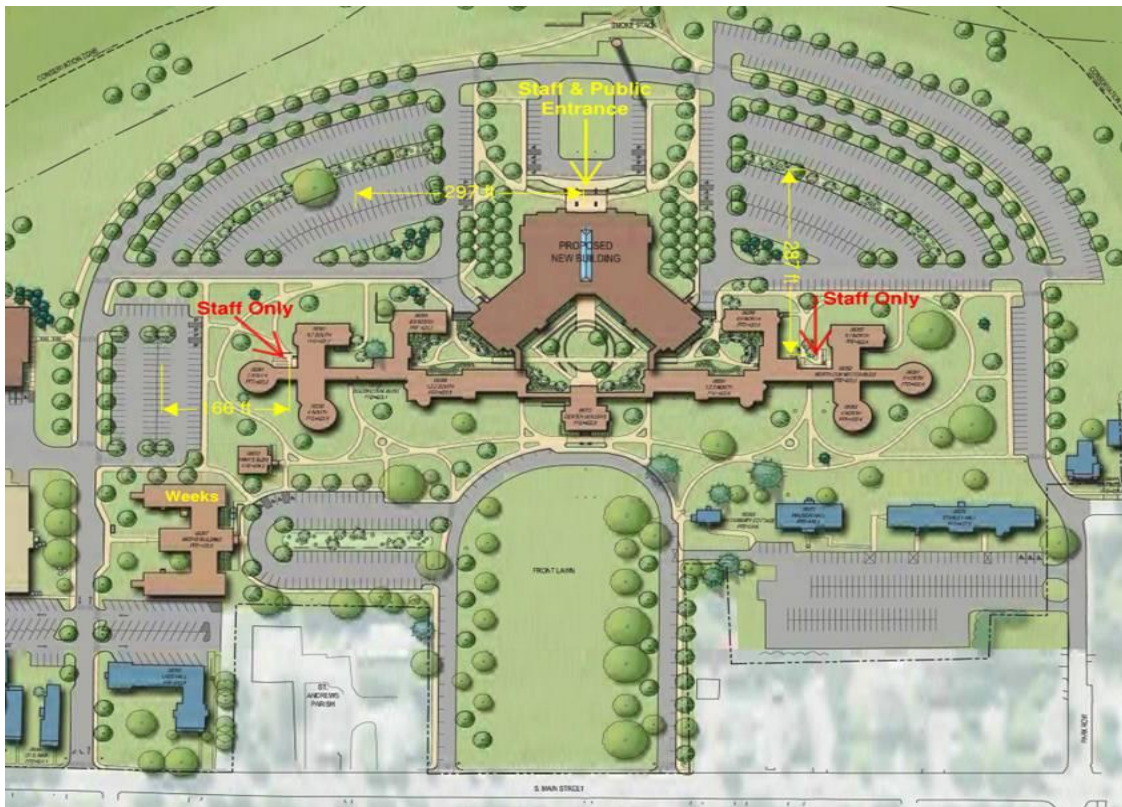
PARKING&BUILDING ACCESS

Q:A number of questions have been asked regarding parking and building access. The following section is an overview of parking and building access at the new Waterbury facility along with answers to specific questions.

A:Staff Parking – Staff parking at the new Waterbury facility was designed to improve the situation for employees, while complying with town zoning rules and floodplain issues. There will be about the same number of parking spots in the renovated Waterbury State Office Complex (1,287) as there were at the old facility (1,283). The new parking plan was designed with fewer, but larger, parking lots eliminating the past problem of driving around to scattered small lots to find parking.

A:Guest Parking – There will be dedicated customer parking including more handicapped spots near the new main entrance

A:Building Access – The main entrance for visitors (and staff) will be controlled by BGS security and will be the only public entrance. There will be multiple secure employee only entrances in the facility which will require card access and will be video monitored. The site plan diagram below shows the main entrance (yellow arrow, staff and visitors), the staff entrances (red arrows- staff only), and a couple measurements to help understand distances to parking. There will also be an entrance to the Center Building for the Secretary and central office staff.



COMMUTING & TRANSPORTATION OPTIONS

Q: What are the public transportation options to commute to and from the WSOC?

A: There are several options. The Chittenden County Transportation Agency (CCTA) has information on their bus schedules, routes and rates for the Chittenden County area on their website [HERE](#).

A: The Green Mountain Transit Authority (GMTA) provides public transportation services in Washington County, Lamoille County, Franklin County, Grand Isle County, the Mad River Valley and the towns of Washington, Orange and Williamstown. Information on their routes, schedules and fares can be found on their website [HERE](#):

Q: What are car/van pooling options to commute to and from the WSOC?

A: Carpool World has ride share information on their website [HERE](#).

A: Connecting commuters has information regarding van pooling on their website [HERE](#).

EMPLOYEE SUPPORT

Q: Where can staff and members of their household find resources to help with personal issues such as anxiety, stress, day care, etc.?

A: All permanent State of Vermont employees are enrolled in the Employee Assistance Program (EAP) upon hire at no cost to the employee. Assistance with these and other issues can be found on their website [HERE](#).

OTHER QUESTIONS

Q: How will deliveries (courier) be handled?

A: Deliveries will be made at the loading dock and couriers will call the recipient from the loading dock phone.

Q: Will lactation rooms be available for nursing mothers?

A: Yes, lactation rooms will be available. The exact number and location of lactation rooms will be determined as we proceed through the detailed design process.